



**NATIVITY JESUIT**  
ACADEMY

**Updated June 2022**

**Open Position:** Assistant Principal

**Position Type:** Full Time, 12 months

**Start Date:** July 1, 2022

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

**Instruction/Curriculum/Assessment Leadership:**

- Supports the development of school-wide vision and takes an active role in investing and mobilizing teachers to achieve the collective goals of the school; owns the implementation of select school priorities in support of the school-wide vision. Supports student-based goals.
- Provides instructional leadership by leading coaching and developing teachers through observation, walk-throughs, modeling, analyzing data, and co-teaching as needed.
- With guidance from the Principal, leads the planning and goal setting for the grades/departments that he/she coaches and ensures alignment with school-wide goals (across grade levels) including curriculum alignment, development, data analysis and planning and efficiently leading team meetings.
- Manages subs system and finds coverage for teachers
- Creates, implements, and maintains our Professional Learning Communities (PLC's). Shares meeting notes with Principal.
- Leads teacher professional development
- Supports in managing teachers and academic personnel including the Learning Service Coordinator and Academic Aides
- Supports the principal in the evaluation teacher system for the school
- In collaboration with the Principal, creates the academic calendar, PD calendar, assessment calendar, and other academic calendars as necessary.
- Oversees and ensures accountable implementation of assessment design and data analysis, including managing testing logistics, assessments including Forward, MAP, reading assessments, etc.

- Collects and analyzes student achievement data (including blended learning data) using data to drive recommendations for school-wide instruction.
- Leads Standard Based Grading for all grades in K4-8th and training for teachers
- Supports in the accreditation process (strong focus on core job responsibilities).
- Manages the Report Cards System for the School
- Manages Camp Thunderhead Academics
- Leads Milwaukee Summer School
- Manages Title Funding

### **School Culture Leadership:**

- Assists in teacher and aide recruitment and hiring
- Supports and provides feedback to teachers to improve their instructional practice, especially as it relates and in collaboration with the AP of culture to issues of positive classroom culture, relationships with students, and school culture.
- Works in collaboration with the Learning Support Coordinator to coordinate and facilitate student-teacher interventions and parent-teacher-student interventions as needed.
- Supports the Learning Support Coordinator and school counselor with the SIT Team to reach academic goals
- Be available for open houses, parent-teacher conferences, and other events involving parents and assist in summer orientation sessions as needed
- Leads Assemblies

### **Operations/Strategic Leadership**

- Support the implementation of school-wide culture systems (i.e. entry, dismissal, transitions, classroom physical space, academic incentive systems, etc.) aligned to the vision for the school.
- Works closely with other key leadership members of the school and various departments
- Member of the safety team.
- Provides input into school-based strategic planning including identifying what the school's strategic plan means for his/her own leadership and the people he/she manages.

### **Other Leadership Areas**

- The main person of contact for the Center for Urban Teaching and any other academic-focused outside organizations
- Handle other tasks and leadership assignments assigned by the Principal

### **Position Qualifications/Characteristics:**

- Bachelor's degree in education or related field. Master's degree preferred.
- At least three years of experience teaching in a classroom.
- Assistant Principal or leadership experience preferred.
- DPI Principal license required or working towards.
- School database experience (PowerSchool, etc.) helpful.
- Spanish-speaking ability is preferred.

**How to Apply:**

Send resume, cover letter, and three references to:

Vanessa Solis, President  
Nativity Jesuit Academy  
1515 South 29th Street  
Milwaukee, WI 53215  
solisv@nativityjesuit.org

In the cover letter, address the following questions:

- What factors do you think most contribute to student success?
- How will you support a safe and effective schoolwide learning environment?
- How do you see yourself building relationships with students and faculty in this role?
- How would you define your leadership style?
- How would you divide your time between meeting the immediate needs of the students, managing student data, and keeping up with the paperwork?

Applicants that do not include a resume, cover letter and three references will not be considered a complete application and will not be reviewed.